

**Georgia Department of Human Resources Division of Aging Services
Requirements for Non-Medicaid Home and Community Based Services**

Section 300 Individual Service Requirements

**§316 Guidelines and Requirements for Community Education
and Training for Caregivers**

May 2003

§316.1 Purpose

This chapter establishes the guidelines and requirements to be followed when Area Agencies on Aging provide and/or contract for the education or training of families and/or other caregivers of functionally impaired elderly adults or adults of any age with Alzheimer's Disease and related dementias. Other caregivers may include volunteers and paid professional and paraprofessional staff of allied service agencies.

§316.2 Scope and Definitions.

These requirements apply to services provided in whole or in part through non-Medicaid federal and state funds¹ managed by Area Agencies and any associated matching funds. The service, including counseling and support groups, is defined as the provision of advice, guidance, and instruction about options and methods for providing support to caregivers, or practical information on methods and techniques for providing personal care and support for a medical condition. The education/training may be provided in individual or group settings.

§316.3 Service Objectives

The desired outcomes of caregiver education and training include:

- (a) acquisition by caregivers of information and skills which enhance their ability to provide sustained care and support to a functionally impaired elderly adult;
- (b) reduction or remediation of stress or other burden(s) resulting from the caregiving experience;
- (c) opportunity for respite from caregiving responsibilities and social supports, through regular contact with others in like circumstances;
- (d) enhanced decision-making ability of caregivers supported by factual information from reliable sources.

§316.4 Service provider eligibility

Area Agencies may provide directly or contract for the provision of education and training services with individuals, agencies or educational institutions that have demonstrated expertise in the topic of training as identified in a curriculum or individual plan of care.

- (a) Qualified providers include, but are not limited to,
 - (1) qualified staff of educational institutions;

¹ Eligible funds sources are the Older Americans Act, Title III-B, and Title III-E (supplemental services); the Social Service Block Grant; Georgia Caregiver Resource Center funds; and the State Community Based Services Program.

- (2) qualified staff of licensed home health agencies, including home health aides, attendant care and personal care providers.
 - (3) programs, agencies or individuals approved by the Department of Human Resources;
 - (4) qualified staff of community mental health agencies operating through the DHR Division of Mental Health, Developmental Disabilities and Addictive Diseases or equivalent private entities;
 - (5) qualified staff of public or private health/human service agencies;
 - (6) qualified staff of hospitals, clinics, or other agencies and organizations;
 - (7) qualified providers of other services such as day or vocational services, and residential care providers;
 - (8) other qualified individual practitioners, including contract consultants.
- (b) Qualified individual practitioners may include, but are not limited to, such licensed personnel as:
 - (1) registered and licensed practical nurses (RNs and LPNs);
 - (2) physicians;
 - (3) psychologists;
 - (4) speech therapists;
 - (5) occupational therapists;
 - (6) physical therapists;
 - (7) registered, licensed dietitians;
 - (8) licensed social workers;
 - (9) attorneys.
- (c) Individual non-licensed practitioners or contract consultants may qualify to provide services if they have the education, training, or experience directly related to the specified needs of a group of individuals with a common interest or an individual as described in a plan of care.
- (d) AAAs shall assure that staff, including volunteers, who lead support groups or provide other education/training services are qualified to do so by virtue of education, training or experience.

§316.5 Target group and identification of potential consumers.

The target group for this service includes family, professional, and para-professional caregivers, as well as individuals hired by families through self-directed care programs to provide services to frail older persons who live independently, but who are functionally and/or cognitively impaired. Area agencies will assess the need for education and training services in the constituent communities, based on information obtained through the intake and screening process, or other methods of obtaining needs assessment data. If the area agency is not currently funding/contracting for the provision of education and training activities, it shall identify other supportive and educational resources in the region to which caregivers may be referred.

§316.6 Methods and settings for service delivery.

Caregiver training may be provided through seminars, courses, and conferences organized by agencies or educational institutions, or through contacts in individuals' homes. Individual training may be provided by practitioners with experience in or demonstrated knowledge of the training topic.

§316.7 Curriculum development or selection

- (a) The purchase of curriculum content developed by qualified individuals/sources as defined in this section is an allowable expenditure of state and federal funds.
- (b) AAAs which develop or contract for the development of curriculum content shall assure that persons responsible for such development are qualified by education, training or experience, or are supervised by such persons.

§316.8 Quality assurance and program planning and evaluation.

Area agencies shall develop and implement a method of obtaining written feedback to be used to evaluate participant response for all training and educational events, to determine the effectiveness of the curriculum or topic in addressing caregivers' needs and interests, as well as the effectiveness of the trainer. Area agencies shall also evaluate the effectiveness of individual training/instruction or other informational services provided to caregivers based on consumer satisfaction surveys, or other feedback mechanisms. Results of the evaluation activities will serve as one criterion for planning for future education and training events and improvements in programming. When case management agencies are involved in planning and providing individual interventions for family/other caregivers, case management staff shall participate in overseeing and evaluating those interventions.

Effective Date:

Upon Issuance.

AAAs shall assure that providers or contractors subject to these requirements receive a copy of this chapter in a timely manner and shall allow for a reasonable period of time to make adjustments for compliance.